Texas Education Agency
Standard Application System (SAS)

2014-2016 Technology Lending Program Grant

Program authority:	General Appropriations Act, Article III, Rider 8, 83rd Texas Legislature; TEC, Chapter 31, Section 31.021(f) and Chapter 32	**FOR TEA USE ONLY** Write NOGA ID here:
Grant period:	October 1, 2014, to August 31, 2016	
Application deadline:	5:00 p.m. Central Time, May 13, 2014	Place date stamp here.
Submittal information:	**Four** complete copies of the application, three with original signature (blue ink preferred), must be received no later than the aforementioned time and date at this address: Document Control Center, Division of Grants Administration Texas Education Agency 1701 North Congress Ave Austin TX 78701-1494	2014 MAY 13 PM 1:15 Received Texas Education Agency Document Control Center
Contact information:	Kathy Ferguson: techlending@tea.state.tx.us; (512) 463-9400	

Schedule #1—General Information

Part 1: Applicant Information

Organization name		County-District #	Campus name/#		Amendment #
Castleberry ISD		220970	Irma March Middle School		

Vendor ID #	ESC Region #	US Congressional District #	DUNS #	
	11	12	060163219	

Mailing address	City	State	ZIP Code
315 Churchill	Fort Worth	TX	76114

Primary Contact

First name	M.I.	Last name	Title
Kelli	K	Kelsoe	Secondary Instructional Technologist
Telephone #	Email address		FAX #
817-991-2908	kelsoek@castleberryisd.net		817-252-2095

Secondary Contact

First name	M.I.	Last name	Title
Angela	R	Smith-Faulkner	Assistant Superintendent of Technology Services
Telephone #	Email address		FAX #
817-252-2088	smithr@castleberryisd.net		817-252-2095

Part 2: Certification and Incorporation

I hereby certify that the information contained in this application is, to the best of my knowledge, correct and that the organization named above has authorized me as its representative to obligate this organization in a legally binding contractual agreement. I further certify that any ensuing program and activity will be conducted in accordance with all applicable federal and state laws and regulations, application guidelines and instructions, the general provisions and assurances, debarment and suspension certification, lobbying certification requirements, special provisions and assurances, and the schedules attached as applicable. **It is understood by the applicant that this application constitutes an offer and, if accepted by the Agency or renegotiated to acceptance, will form a binding agreement.**

Authorized Official:

First name	M.I.	Last name	Title
Angela	R	Smith-Faulkner	Assistant Superintendent of Technology Services

Telephone #	Email address	FAX #
817-252-2088	smithr@castleberryisd.net	817-252-2095

Signature (blue ink preferred)   Date signed
Angela R Smith-Faull   5-12-2014

Only the legally responsible party may sign this application.

Schedule #1—General Information (cont.)

County-district number or vendor ID: 220917	Amendment # (for amendments only):

Part 3: Schedules Required for New or Amended Applications

An X in the "New" column indicates a required schedule that must be submitted as part of any new application. The applicant must mark the "New" checkbox for each additional schedule submitted to complete the application.

For amended applications, the applicant must mark the "Amended" checkbox for each schedule being submitted as part of the amendment.

Schedule #	Schedule Name	Application Type	
		New	Amended
1	General Information	☒	☒
2	Required Attachments and Provisions and Assurances	☒	N/A
4	Request for Amendment	N/A	☒
5	Program Executive Summary	☒	☐
6	Program Budget Summary	☒	☐
8	Professional and Contracted Services (6200)	☐	☐
9	Supplies and Materials (6300)	☐	☐
10	Other Operating Costs (6400)	☐	☐
11	Capital Outlay (6600/15XX)	☐	☐
12	Demographics and Participants to Be Served with Grant Funds	☒	☐
13	Needs Assessment	☒	☐
14	Management Plan	☒	☐
15	Project Evaluation	☒	☐
16	Responses to Statutory Requirements	☒	☐
17	Responses to TEA Requirements	☒	☐

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Schedule #2—Required Attachments and Provisions and Assurances

County-district number or vendor ID: 220917	Amendment # (for amendments only):

Part 1: Required Attachments

The following table lists the fiscal-related and program-related documents that are required to be submitted with the application (attached to the back of each copy, as an appendix).

#	Applicant Type	Name of Required Fiscal-Related Attachment
No fiscal-related attachments are required for this grant.		

#	Name of Required Program-Related Attachment	Description of Required Program-Related Attachment
No program-related attachments are required for this grant.		

Part 2: Acceptance and Compliance

By marking an X in each of the boxes below, the authorized official who signs Schedule #1—General Information certifies his or her acceptance of and compliance with all of the following guidelines, provisions, and assurances.
Note that provisions and assurances specific to this program are listed separately, in Part 3 of this schedule, and require a separate certification.

X	Acceptance and Compliance
☒	I certify my acceptance of and compliance with the General and Fiscal Guidelines.
☒	I certify my acceptance of and compliance with the program guidelines for this grant.
☒	I certify my acceptance of and compliance with all General Provisions and Assurances requirements.
☒	I certify that I am not debarred or suspended. I also certify my acceptance of and compliance with all Debarment and Suspension Certification requirements.

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Schedule #2—Required Attachments and Provisions and Assurances

County-district number or vendor ID: 220917	Amendment # (for amendments only):

Part 3: Program-Specific Provisions and Assurances

☒   I certify my acceptance of and compliance with all program-specific provisions and assurances listed below.

#	Provision/Assurance
1.	The applicant provides assurance that program funds will supplement (increase the level of service), and not supplant (replace) state mandates, State Board of Education rules, and activities previously conducted with state or local funds. The applicant provides assurance that state or local funds may not be decreased or diverted for other purposes merely because of the availability of these funds. The applicant provides assurance that program services and activities to be funded from this grant will be supplementary to existing services and activities and will not be used for any services or activities required by state law, State Board of Education rules, or local policy.
2.	The applicant provides assurance that the application does not contain any information that would be protected by the Family Educational Rights and Privacy Act (FERPA) from general release to the public.
3.	The applicant assures that funds provided under the Instructional Materials Allotment (IMA) or other funding are insufficient to purchase enough lending technology for every student who needs dedicated access to a device.
4.	The applicant assures that it will provide access to lending technology and residential access to the Internet for students, including economically disadvantaged students and students with disabilities, who do not already have either the needed equipment or Internet service for learning at home.
5.	The applicant understands that equipment purchased with Technology Lending Program Grant funds is the property of the district or charter school.
6.	The applicant assures that infrastructure and technical support are adequate to support students' use of loaned equipment provided through the grant at its participating campus(es).
7.	The applicant assures that it will provide adequate staff to administer the program and ensure successful implementation.
8.	The applicant assures that it will account for the technology lending equipment in accordance with district policy for accounting for such equipment, including providing insurance when insurance is typically provided for such equipment. The applicant understands that the grant funds cannot be used to replace lost, stolen, or damaged equipment.
9.	The applicant assures that it will obtain a Technology Lending Agreement signed by the parents/guardian of each participating student and by the student participating in the program, including an assurance of student's mastery of the grade-appropriate Digital Citizenship strand of the Technology Applications Texas Essential Knowledge and Skills.
10.	The applicant assures that it has an approved 2013-2014 district technology plan on file with TEA. The applicant understands that if an approved 2013-2014 district technology plan is not on file with TEA at the time the applications is submitted to TEA on the application due date, the application is not eligible to be funded.
11.	The applicants assures that it is at Developing or higher Level of Progress in Teaching and Learning and in Educator Preparation in their Texas Campus School Technology and Readiness (STaR Chart) report for the 2012-2013 school year.
11.	The applicant assures that technology lending and use of electronic instructional materials are incorporated into school district or open-enrollment charter school's technology plan.
12.	The applicant assures that appropriate professional development has already been provided for teachers in the use of digital content or that appropriate professional development will be provided within the first three months of the grant period (i.e., October 1, 2014-December 31, 2014) to be prepared for the grant implementation.
13.	The applicant assures that a minimum of 50% of the funds awarded will be spent within the first four months of the grant period (i.e., October 1, 2014-Feburary 1, 2015), and that 100% of the funds will be expended no later than the end of the 1st year of the grant period (i.e. August 31, 2015) to ensure full program implementation through August 31, 2016.
14.	The applicant agrees to collect and report the data for the performance measures stated in the Program Guidelines under Program Evaluation. The applicant assures it will develop appropriate systems and processes to collect and report the required data.

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Schedule #4—Request for Amendment

County-district number or vendor ID: 220917	Amendment # (for amendments only):

Part 1: Submitting an Amendment

This schedule is used to amend a grant application that has been approved by TEA and issued a Notice of Grant Award (NOGA). **Do not submit this schedule with the original grant application.** Refer to the instructions to this schedule for information on what schedules must be submitted with an amendment.

An amendment may be submitted by mail *or* by fax. Do not submit the same amendment by both methods. Amendments submitted via email will not be accepted.

If the amendment is mailed, submit three copies of each schedule pertinent to the amendment to the following address: Document Control Center, Division of Grants Administration, Texas Education Agency, 1701 N. Congress Ave., Austin TX 78701-1494.

If the amendment is faxed, submit one copy of each schedule pertinent to the amendment to either of the following fax numbers: (512) 463-9811 or (512) 463-7915.

The last day to submit an amendment to TEA is listed on the TEA Grant Opportunities page. An amendment is effective on the day TEA receives it in substantially approvable form. All amendments are subject to review and approval by TEA.

Part 2: When an Amendment Is Required

For all grants, regardless of dollar amount, prior written approval is required to make certain changes to the application. Refer to the "When to Amend" guidance posted in the Amendments section of the Division of Grants Administration Grant Management Resources page to determine when an amendment is required for this grant. Use that guidance to complete Part 3 and Part 4 of this schedule.

Part 3: Revised Budget

#	Schedule #	Class/ Object Code	A Grand Total from Previously Approved Budget	B Amount Deleted	C Amount Added	D New Grand Total
2.	Schedule #8: Contracted Services	6200	$	$	$	$
3.	Schedule #9: Supplies and Materials	6300	$	$	$	$
4.	Schedule #10: Other Operating Costs	6400	$	$	$	$
5.	Schedule #11: Capital Outlay	6600/ 15XX	$	$	$	$
6.	Total direct costs:		$	$	$	$
7.	Indirect cost (%):		$	$	$	$
8.	Total costs:		$	$	$	$

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Schedule #4—Request for Amendment (cont.)

County-district number or vendor ID: 220917	Amendment # (for amendments only):

Part 4: Amendment Justification

Line #	# of Schedule Being Amended	Description of Change	Reason for Change
1.			
2.			
3.			
4.			
5.			
6.			
7.			

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Schedule #5—Program Executive Summary	
County-district number or vendor ID: 220917	Amendment # (for amendments only):

Provide a brief overview of the program you plan to deliver. Refer to the instructions for a description of the requested elements of the summary. Response is limited to space provided, front side only, font size no smaller than 10 point Arial.

With 84% of our targeted students qualifying as economically disadvantaged, this grant would ensure that all one-to-one students would have equitable access to digital content in math, science, and Internet access from home to support the new digital curriculum. Currently, the district has a one-to-one student to computer lending program in 9th – 12th grades at Castleberry High School and REACH High School, and also in 8th grade at Irma Marsh Middle School. In 2014-15, the district will also purchase notebooks for 7th grade at Irma Marsh Middle School. The devices given to students can connect to the Internet through WiFi, yet many of our students do not have Internet at home. The district is submitting the Technology Lending Program Grant (TLPG) to allow students to check out a device from the library to take home that is equipped with an AT&T wireless card so that they can access the Internet at home. This supports goal 1 in the Castleberry ISD Master Strategic Plan which focuses on student growth and success with promoting a strong digital learning environment.

Castleberry ISD meets the demographic requirements for the grant with 84% of the targeted students being economically disadvantaged. We developed our budget based upon a meeting with representatives from AT&T to determine the monthly subscription cost for devices equipped with a wireless Internet card. We also included the cost for virus protection and a bag to hold the equipment. The Assistant Superintendent for Technology Services determined that since many students do not have Internet at home, this grant would be a way to provide the needed service. The Instructional Technologist will monitor the grant process and report to the campus principals and the Assistant Superintendent of Technology Services at Technology Expectations meetings to determine if any updates are needed for the grant. The Technology expectations meetings are held on a regular basis throughout the school year and the lending grant will be a priority at each meeting. Others attending the Technology Expectations meetings will be the campus librarians, the campus computer techs, and the student netbook technicians who will are involved in the grant process and they will be able to give input on any issues or changes that need to be made. The program will be evaluated using surveys and check-in forms, reports from walkthroughs, evidence from student samples, results of core subject benchmarks, data in the inventory, and online forums, in addition to informal reports from persons involved in the grant.

Our experience with lending equipment in the district made us realize that the missing piece was Internet access at home for some of our student population in order to access and use online electronic materials. We knew that the first step was to gather information for the grant budget from vendors to estimate cost for necessary equipment to give students Internet access at home. During grant planning, the district mission and goals were referenced to ensure alignment with the grant goals and requirements. Through student surveys, it was determined that there were students who did not have Internet access at home. Teacher feedback supported the fact that they could not do flipped learning because students did not have Internet access at home. From benchmark results and curriculum requirements for each campus were referenced to align with the grant components. Curriculum Directors supplied a list of all electronic materials that each core subject has access to for student to use both in and out of school. Every teacher has a professional development plan and it incorporates into the one-to-one initiative. Speaking with the Director of Technology Networking to ensure that the existing wireless infrastructure was robust enough to support the devices. In addition on the wireless access card will still be filtered for inappropriate material in compliant with CIPA. Campus computer to technician ratios in the District Technology Plan indicate sufficient technology support for each campus. The district has successfully used Destiny to check technology equipment in and out to students, and it will continue to be used for the grant devices. Once again, the district has previously self-insured to help sustain equipment and will continue this successful model. Since we currently have a lending grant agreement, we will continue to use this agreement with this grant.

One of the most frustrating parts of the one-to-one program for our teachers and students has been a lack of Internet connectivity for some students at home. We feel that the lending grant program will allow the use of digital resources to enhance student personal learning networks at home and at school with flipped learning, access to digital resources, and collaboration for class projects. We will see the student growth and success described in the goals of the district.

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Schedule #5—Program Executive Summary (cont.)	
County-district number or vendor ID: 220917	Amendment # (for amendments only):

Provide a brief overview of the program you plan to deliver. Refer to the instructions for a description of the requested elements of the summary. Response is limited to space provided, front side only, font size no smaller than 10 point Arial.

To continue that growth, a portion of library funds will continue the program after the grant period is over.

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Schedule #6—Program Budget Summary

County-district number or vendor ID: 220917				Amendment # (for amendments only):			

Program authority: General Appropriations Act, Article III, Rider 8, 83rd Texas Legislature; Texas Education Code, Chapter 31, Section 31.021(f) and Chapter 32

Grant period: October 1, 2014, to August 31, 2016				Fund code: 410			

Budget Summary

Schedule #	Title	Class/ Object Code	Program Cost	Admin Cost	Total Budgeted Cost	
Schedule #8	Professional and Contracted Services (6200)	6200	$50,000	$	$50,000	
Schedule #9	Supplies and Materials (6300)	6300	$50,000	$	$50,000	
Schedule #10	Other Operating Costs (6400)	6400	$	$	$	
Schedule #11	Capital Outlay (6600/15XX)	6600/ 15XX	$	$	$	
	Total direct costs:		$	$	$	
	Percentage% indirect costs (see note):		N/A	$	$	
	Grand total of budgeted costs (add all entries in each column):		$100,000	$	$100,000	

Administrative Cost Calculation

Enter the total grant amount requested:	$
Percentage limit on administrative costs established for the program (15%):	× .15
Multiply and round down to the nearest whole dollar. Enter the result. This is the maximum amount allowable for administrative costs, including indirect costs:	$

NOTE: Indirect costs are calculated and reimbursed based on actual expenditures when reported in the expenditure reporting system, regardless of the amount budgeted and approved in the grant application. If indirect costs are claimed, they are part of the total grant award amount. They are not in addition to the grant award amount.

Indirect costs are not required to be budgeted in the grant application in order to be charged to the grant. Do not submit an amendment solely for the purpose of budgeting indirect costs.

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Schedule #8—Professional and Contracted Services (6200)

County-district number or vendor ID: 220917 | Amendment # (for amendments only):

NOTE: Specifying an individual vendor in a grant application does not meet the applicable requirements for sole-source providers. TEA's approval of such grant applications does not constitute approval of a sole-source provider.

	Expense Item Description	Grant Amount Budgeted
6269	Rental or lease of buildings, space in buildings, or land Specify purpose:	$
6299	Contracted publication and printing costs (specific approval required only for nonprofits) Specify purpose:	$
62XX	ESC charges as per approved cost allocation plan, such as internal service fund. To be completed by ESC only when ESC is the applicant. Check all that apply: ☐ Salaries/benefits ☐ Other: ☐ Networking (LAN) ☐ Other: ☐ Computer/office equipment lease ☐ Other: ☐ Building use ☐ Other: ☐ Copier/duplication services ☐ Other: ☐ Telephone ☐ Other: ☐ Administrative ☐ Other:	$
a.	Subtotal of professional and contracted services (6200) costs requiring specific approval:	$

Professional Services, Contracted Services, or Subgrants Less Than $10,000

#	Description of Service and Purpose	Check If Subgrant	Grant Amount Budgeted
1		☐	$
2		☐	$
3		☐	$
4		☐	$
5		☐	$
6		☐	$
7		☐	$
8		☐	$
9		☐	$
10		☐	$
b.	Subtotal of professional services, contracted services, or subgrants less than $10,000:		$

Professional Services, Contracted Services, or Subgrants Greater Than or Equal to $10,000

Specify topic/purpose/service: AT&T or Verizon wireless card activation   ☐ Yes, this is a subgrant

Describe topic/purpose/service: Wireless card for Internet access away from school

	Contractor's Cost Breakdown of Service to Be Provided	Grant Amount Budgeted
1	Contractor's payroll costs # of positions:	$
	Contractor's subgrants, subcontracts, subcontracted services	$50,000
	Contractor's supplies and materials	$
	Contractor's other operating costs	$
	Contractor's capital outlay (allowable for subgrants only)	$
	Total budget:	$50,000

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Schedule #8—Professional and Contracted Services (6200)

County-District Number or Vendor ID: 220917	Amendment number (for amendments only):

Professional Services, Contracted Services, or Subgrants Greater Than or Equal to $10,000 (cont.)

2
Specify topic/purpose/service:	☐ Yes, this is a subgrant

Describe topic/purpose/service:

Contractor's Cost Breakdown of Service to Be Provided		Grant Amount Budgeted	
Contractor's payroll costs	# of positions:	$	
Contractor's subgrants, subcontracts, subcontracted services		$	
Contractor's supplies and materials		$	
Contractor's other operating costs		$	
Contractor's capital outlay (allowable for subgrants only)		$	
	Total budget:	$	

3
Specify topic/purpose/service:	☐ Yes, this is a subgrant

Describe topic/purpose/service:

Contractor's Cost Breakdown of Service to Be Provided		Grant Amount Budgeted	
Contractor's payroll costs	# of positions:	$	
Contractor's subgrants, subcontracts, subcontracted services		$	
Contractor's supplies and materials		$	
Contractor's other operating costs		$	
Contractor's capital outlay (allowable for subgrants only)		$	
	Total budget:	$	

4
Specify topic/purpose/service:	☐ Yes, this is a subgrant

Describe topic/purpose/service:

Contractor's Cost Breakdown of Service to Be Provided		Grant Amount Budgeted	
Contractor's payroll costs	# of positions:	$	
Contractor's subgrants, subcontracts, subcontracted services		$	
Contractor's supplies and materials		$	
Contractor's other operating costs		$	
Contractor's capital outlay (allowable for subgrants only)		$	
	Total budget:	$	

5
Specify topic/purpose/service:	☐ Yes, this is a subgrant

Describe topic/purpose/service:

Contractor's Cost Breakdown of Service to Be Provided		Grant Amount Budgeted	
Contractor's payroll costs	# of positions:	$	
Contractor's subgrants, subcontracts, subcontracted services		$	
Contractor's supplies and materials		$	
Contractor's other operating costs		$	
Contractor's capital outlay (allowable for subgrants only)		$	
	Total budget:	$	

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Schedule #8—Professional and Contracted Services (6200)

County-District Number or Vendor ID: 220917	Amendment number (for amendments only):

Professional Services, Contracted Services, or Subgrants Greater Than or Equal to $10,000 (cont.)

	Specify topic/purpose/service:		☐ Yes, this is a subgrant	
6	Describe topic/purpose/service:			
	Contractor's Cost Breakdown of Service to Be Provided		**Grant Amount Budgeted**	
	Contractor's payroll costs	# of positions:	$	
	Contractor's subgrants, subcontracts, subcontracted services		$	
	Contractor's supplies and materials		$	
	Contractor's other operating costs		$	
	Contractor's capital outlay (allowable for subgrants only)		$	
		Total budget:	$	

	Specify topic/purpose/service:		☐ Yes, this is a subgrant	
7	Describe topic/purpose/service:			
	Contractor's Cost Breakdown of Service to Be Provided		**Grant Amount Budgeted**	
	Contractor's payroll costs	# of positions:	$	
	Contractor's subgrants, subcontracts, subcontracted services		$	
	Contractor's supplies and materials		$	
	Contractor's other operating costs		$	
	Contractor's capital outlay (allowable for subgrants only)		$	
		Total budget:	$	

	Specify topic/purpose/service:		☐ Yes, this is a subgrant	
8	Describe topic/purpose/service:			
	Contractor's Cost Breakdown of Service to Be Provided		**Grant Amount Budgeted**	
	Contractor's payroll costs	# of positions:	$	
	Contractor's subgrants, subcontracts, subcontracted services		$	
	Contractor's supplies and materials		$	
	Contractor's other operating costs		$	
	Contractor's capital outlay (allowable for subgrants only)		$	
		Total budget:	$84,000	

c.	Subtotal of professional services, contracted services, and subgrants greater than or equal to $10,000:	$84,000
a.	**Subtotal of professional services, contracted services, and subgrant costs requiring specific approval:**	$
b.	**Subtotal of professional services, contracted services, or subgrants less than $10,000:**	$
c.	**Subtotal of professional services, contracted services, and subgrants greater than or equal to $10,000:**	$
d.	**Remaining 6200—Professional services, contracted services, or subgrants that do not require specific approval:**	$
	(Sum of lines a, b, c, and d) Grand total	$

For a list of unallowable costs and costs that do not require specific approval, see the guidance posted on the Division of Grants Administration Grant Management Resources page.

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Schedule #9—Supplies and Materials (6300)

County-District Number or Vendor ID: 220917	Amendment number (for amendments only):

Expense Item Description

63XX	ESC charges as per approved cost allocation plan, such as internal service fund. To be completed by ESC only when ESC is the applicant. Check all that apply:				Grant Amount Budgeted
	☐ Print shop fees		☐ Technology-related supplies		
	☐ Postage		☐ Other:		$
	☐ Copy paper		☐ Other:		

Technology Hardware—Not Capitalized

	#	Type	Purpose	Quantity	Unit Cost	Grant Amount Budgeted
6399	1				$	
	2				$	
	3				$	$
	4				$	
	5				$	
6399	Technology software—Not capitalized					$5,000
6399	Supplies and materials associated with advisory council or committee					$45,000
	Subtotal supplies and materials requiring specific approval:					$
	Remaining 6300—Supplies and materials that do not require specific approval:					$
	Grand total:					$50,000

For a list of unallowable costs and costs that do not require specific approval, see the guidance posted on the Division of Grants Administration Grant Management Resources page.

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	Schedule #10—Other Operating Costs (6400)		
County-District Number or Vendor ID: 220917		Amendment number (for amendments only):	
	Expense Item Description	**Grant Amount Budgeted**	
64XX	ESC charges as per approved cost allocation plan, such as internal service fund. To be used by ESC when ESC is the applicant. Check all that apply: ☐ ESC-owned vehicle usage ☐ Other: ☐ Insurance ☐ Other:	$	
6411	Out-of-state travel for employees (includes registration fees) Specify purpose:	$	
6412	Travel for students (includes registration fees; does not include field trips): Specific approval required only for nonprofit organizations. Specify purpose:	$	
6413	Stipends for non-employees (specific approval required only for nonprofit organizations) Specify purpose:	$	
6419	Travel for non-employees (includes registration fees; does not include field trips): Specific approval required only for nonprofit organizations Specify purpose:	$	
6411/ 6419	Travel costs for executive directors (6411); superintendents (6411); or board members (6419): Includes registration fees Specify purpose:	$	
6429	Actual losses that could have been covered by permissible insurance	$	
6490	Indemnification compensation for loss or damage	$	
6490	Advisory council/committee travel or other expenses	$	
6499	Membership dues in civic or community organizations (not allowable for university applicants) Specify name and purpose of organization:	$	
6499	Publication and printing costs—if reimbursed (specific approval required only for nonprofit organizations) Specify purpose:	$	
	Subtotal other operating costs requiring specific approval:	$	
	Remaining 6400—Other operating costs that do not require specific approval:	$	
	Grand total:	$	

In-state travel for employees does not require specific approval. Field trips consistent with grant program guidelines do not require specific approval. See TEA Guidelines Related to Specific Costs for more information about field trips. For a list of unallowable costs and costs that do not require specific approval, see the guidance posted on the Division of Grants Administration Grant Management Resources page.

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Schedule #11—Capital Outlay (6600/15XX)

County-District Number or Vendor ID: 220917 | Amendment number (for amendments only):

15XX is only for use by charter schools sponsored by a nonprofit organization.

#	Description/Purpose	Quantity	Unit Cost	Grant Amount Budgeted	
6669/15XX—Library Books and Media (capitalized and controlled by library)					
1		N/A	N/A	$	
66XX/15XX—Technology hardware, capitalized					
2			$	$	
3			$	$	
4			$	$	
5			$	$	
6			$	$	
7			$	$	
8			$	$	
9			$	$	
10			$	$	
11			$	$	
66XX/15XX—Technology software, capitalized					
12			$	$	
13			$	$	
14			$	$	
15			$	$	
16			$	$	
17			$	$	
18			$	$	
66XX/15XX—Equipment, furniture, or vehicles					
19			$	$	
20			$	$	
21			$	$	
22			$	$	
23			$	$	
24			$	$	
25			$	$	
26			$	$	
27			$	$	
28			$	$	
66XX/15XX—Capital expenditures for improvements to land, buildings, or equipment that materially increase their value or useful life					
29				$	
			Grand total:	$	

For a list of unallowable costs, as well as guidance related to capital outlay, see the guidance posted on the Division of Grants Administration Grant Management Resources page.

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Schedule #12—Demographics and Participants to Be Served with Grant Funds	
County-district number or vendor ID: 220917	Amendment # (for amendments only):

Part 1: Student Demographics. Enter the data requested for the population to be served by this grant program. If data is not available, enter DNA. Use the comments section to add a description of any data not specifically requested that is important to understanding the population to be served by this grant program.

Total enrollment:			1794	
Category	**Number**	**Percentage**	**Category**	**Percentage**
African American	27	N/A	Attendance rate	95.5%
Hispanic	1353	N/A	Annual dropout rate (Gr 9-12)	2.2%
White	384	N/A	TAKS met 2011 standard, all tests (sum of all grades tested; standard accountability indicator)	N/A
Asian	6	N/A	TAKS commended 2011 performance, all tests (sum of all grades tested)	N/A
Economically disadvantaged	1507	84%	Students taking the ACT and/or SAT	N/A
Limited English proficient (LEP)	271	15%	Average SAT score (number value, not a percentage)	N/A
Disciplinary placements	48	2.7%	Average ACT score (number value, not a percentage)	N/A

Comments

Part 2: Students to Be Served with Grant Funds. Enter the number of students in each grade, by type of school, projected to be served under the grant program.

School Type	PK (3-4)	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
Public								278	348	329	263	234	179	163	1794
Open-enrollment charter school															
Public institution															
Private nonprofit															
Private for-profit															
TOTAL:								278	348	329	263	234	179	163	1794

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Schedule #13—Needs Assessment	
County-district number or vendor ID: 220917	Amendment # (for amendments only):

Part 1: Process Description. A needs assessment is a systematic process for identifying and prioritizing needs, with "need" defined as the difference between current achievement and desired or required accomplishment. Describe your needs assessment process, including a description of how needs are prioritized. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Methods Used to Assess Needs:
> $7^{th} - 12^{th}$ grade Science STAAR/EOC/TAKS Scores, Science benchmarks and Digital Resources
> $7^{th} - 12^{th}$ grade Math STAAR/EOC/TAKS Scores, Math benchmarks and Digital Resources
> Technology Findings on Campus Needs Assessment
> Technology Literacy Exam scores and proficiencies reported to NCLB for 8th graders
> Teacher and Campus STaR Chart
> Campus Improvement Plan
> Castleberry Technology Plan Goals and Objectives
> Texas Long Range Technology Plan
> District Improvement Plan Goals and Objectives
> Equipment and Software Inventories
> ISTE student/teacher/technology coach standards

Needs that exist indicated from above assessments and surveys from teachers:
> Wireless access at home to implement online classes.
> Funds to purchase technology equipment to provide Internet access at home
> Online classes and new digital curriculum (math and science) hard to implement due to lack of student Internet access at home.

The needs are prioritized for $7^{th} - 12^{th}$ grades at Irma Marsh Middle School and Castleberry High School based on the following concerns:
1. Low Science STAAR scores and Science STAAR benchmarks and Low Math STAAR scores and Math STAAR benchmarks
2. No Child Left Behind 8th grade Technology Proficiency Reporting
3. Limited home access to newly adopted digital curriculum
4. Need to engage students and motivate them to meet the SSI requirement
5. A one-to-one student to computer ratio is in place, but lack of Internet connectivity at home limits online classroom participation, flipping classroom instruction, and equitable use of digital resources for all students outside of the school day.

There is a technology lending equipment program for all 7th-12th grade students. As a result of the high percentage of economically disadvantaged students, there is limited Internet access at students' homes. As the districts demographics have changed there is a high population of English Language Learners who need the additional educational resources to accelerate their learning. The students were surveyed and the report indicated that many students did not have Internet access at home in order to fully utilize the lending equipment beyond the school day.

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Schedule #13—Needs Assessment (cont.)	
County-district number or vendor ID: 220917	Amendment # (for amendments only):

Part 2: Alignment with Grant Goals and Objectives. List your top five needs, in rank order of assigned priority. Describe how those needs would be effectively addressed by implementation of this grant program. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

#	Identified Need	How Implemented Grant Program Would Address
1.	Lack of Internet connectivity at home	Lending devices will include an AT&T wireless card for anywhere filtered Internet access
2.	More equitable use of digital resources for all students outside of the school day	All students will be able to use online digital resources that are part of the curriculum textbook adoption to extend learning beyond the school day
3.	Improve student engagement beyond the school day	Ability to use devices at home and connect to the Internet encourages students to participate in extended learning activities.
4.	Enable all students to participate in flipped classroom activities prior to arriving at school	Providing Internet connectivity at home for all students will allow teachers to create and post instructional videos online for students to view prior to class time. Students will then come to class prepared with questions and a knowledge base to engage in teacher guided activities.
5.	Enable all students to participate in online classroom activities beyond the school day	Providing Internet connectivity at home for all students will allow teachers to create and maintain an online classroom. Students will be able to participate and collaborate in activities, discussions, and chats to resolve questions they may have at home and to complete and turn in assignments.

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Schedule #14—Management Plan

County-district number or vendor ID: 220917	Amendment # (for amendments only):

Part 1: Staff Qualifications. List the titles of the primary project personnel and any external consultants projected to be involved in the implementation and delivery of the program, along with desired qualifications, experience, and any requested certifications. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

#	Title	Desired Qualifications, Experience, Certifications
1.	Assist. Supt. of Technology Services	This staff member has 14 years in the position and has experience with grants, district budgeting, purchasing, and classroom teaching. Certified in Tech Apps, she is working on a Master's in Learning Technologies. She developed/maintains the district TEA approved Tech Plan and ePlan.
2.	Technology Coaches	The coaches have classroom experience, Technology Applications certifications, and a total of 14 years in instructional technology. They have successfully implemented a one-to-one program for 7th – 12th grades. They also provide professional development to secondary teachers.
3.	Librarians	The librarians have a total of 14 years of experience in the district. They manage inventory through Destiny.
4.	Campus Computer Technologists	The CCT's qualify to complete repairs on student devices in house. They maintain equipment inventory through Destiny. They have experience managing student devices in a 1-to-1 environment and troubleshooting wireless connectivity issues.
5.	Campus Principals	They both have experience overseeing a 1-to-1 environment, providing orientations for parents, and encouraging teachers to enhance their classroom environment.

Part 2: Milestones and Timeline. Summarize the major objectives of the planned project, along with defined milestones and projected timelines. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

#	Objective		Milestone	Begin Activity	End Activity
1.	Plan for the implementation of the grant.	1.	Develop Technology Lending Agreement	08/25/2014	09/12/2014
		2.	Update student RUP	08/25/2014	09/12/2014
		3.	Define eligibility based on home connectivity	08/25/2014	09/12/2014
		4.	Measure student digital citizenship proficiency	09/25/2014	09/30/2014
		5.	Advertise program to eligible participants & parents	09/01/2014	09/30/2014
2.	Provide professional development.	1.	Provide PD for Math Curriculum	08/18/2014	12/31/2014
		2.	Provide PD for Science Curriculum	08/18/2014	12/31/2014
		3.	Provide Administrator PD	05/14/2014	12/31/2014
		4.	Provide Technology Infusion PD	06/10/2014	12/31/2014
		5.	Teacher Troubleshooting PD	06/10/2014	12/31/2014
3.	Prepare equipment for check out	1.	Get quotes for notebooks with Internet access	09/04/2014	09/10/2014
		2.	Acquire Board Approval and Purchase	09/15/2014	09/19/2014
		3.	Image computers with District image	10/06/2014	10/10/2014
		4.	Hold orientation meeting for eligible families	10/06/2014	11/14/2015
		5.	Collect Technology Lending Agreements	10/06/2014	11/14/2015
4.	Monitor the use of the devices	1.	Establish a web form for equipment work requests	08/25/2014	09/30/2014
		2.	Install Lightspeed mobile agent for filtering at home	10/06/2014	10/10/2014
		3.	Maintain equipment status/availability in Destiny	10/01/2014	05/28/2016
		4.	Students complete check-in form RE: connectivity	10/01/2014	05/28/2016
		5.	Run monthly Destiny report on check out statistics	10/01/2014	05/28/2016
5.	Evaluate effectiveness of grant	1.	Adjust program based on monitoring feedback	10/01/2014	05/28/2016
		2.	Survey teachers about impact on instruction	10/01/2014	05/28/2016
		3.	Librarians discuss procedures in monthly meetings	10/01/2014	05/28/2016
		4.	Survey eligible students during advisory	10/01/2014	05/28/2016
		5.	Principal feedback in Tech Expectation Meetings	10/01/2014	05/28/2016

Grant funds will be used to pay only for activities occurring between the beginning and ending dates of the grant, as specified on the Notice of Grant Award.

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Schedule #14—Management Plan (cont.)	
County-district number or vendor ID: 220917	Amendment # (for amendments only):

Part 3: Feedback and Continuous Improvement. Describe the process and procedures your organization currently has in place for monitoring the attainment of goals and objectives. Include a description of how the plan for attaining goals and objectives is adjusted when necessary and how changes are communicated to administrative staff, teachers, students, parents, and members of the community. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

The secondary Principals, Assistant Principals, Technology Coach (project manager), Instructional Coaches, and the Assistant Superintendent of Technology will plan, design and carry out all grant activities. The secondary Principals will report the status of all grant activities to the Site-Based Decision Making committee who will monitor the effectiveness of the grant. The business office will monitor grant expenditures; the Technology Department will offer staff development as well as maintain equipment and software, and the Instructional Coaches will monitor the progress of students in science and social studies according to student progress.

Areas of responsibility are identified on the timeline, distributed and communicated to each stakeholder and/or group by the Assistant Superintendent of Technology Services. Monitoring checkpoints will be established and objectives not completed will be identified and corrected. To ensure continuous improvement in the operation of the project, individual and group interviews and online forums and surveys for all stakeholders will be used to solicit feedback. Corrective action will be taken as needed and documented on the timeline. The current technology staff will provide the specialized expertise to enable the Assistant Superintendent of Technology Services to facilitate the grant implementation.

Once the grant is awarded, the project manager will initially inform all stakeholders of the project activities, roles and responsibilities of all participants listed in the grant, establish communications methods, and distribute the grant timeline. In order to keep all program participants informed, four times a year, the project manager will chair the campus Technology Expectations meetings to monitor the grant timeline. The Principals will report the findings from these meetings to the campus site based team as well as the business office. Each month, the project manager will report grant timeline progress, problems, and adjustments to the Assistant Superintendent of Technology Services. She will report grant information during one-on-one meetings with the Superintendent. Any policy issues that may arise during implementation will be addressed during these meetings.

Part 4: Sustainability and Commitment. Describe any ongoing, existing efforts that are similar or related to the planned project. How will you coordinate efforts to maximize effectiveness of grant funds? How will you ensure that all project participants remain committed to the project's success? Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

The "Connected Learning" Project for CISD currently provides netbooks to all students in grades 8-12. For the 2014-15 school year, this one-to-one project will extend to 7th grade. Netbooks are funded through local funds. This grant will give us the ability to lend devices equipped with an AT&T wireless card to students that do not have Internet at home. Our district will partner with a local wireless provider in an effort to maximize the use of these grant funds. The district will pay for two years of Internet connectivity through an air card, and in return, the provider will supply notebooks. This is different from the "Connected Learning" Project where CISD purchased netbooks with Wi-Fi capability, but the netbooks were unable to be utilized as effectively as possible due to lack of Internet access at the students' homes. This grant would allow us to provide additional notebooks allowing Internet access at home for checkout. We have already established a district standard for netbook equipment in this project. Our computer techs already know the troubleshooting to minimize down time during instruction. Through the "Connected Learning" Project, we learned that while the netbook is a great educational tool, without Internet access at home, the project was not as successful as it could have been. This grant will allow all students the Internet access they need at home to complete their research, assignments, projects and online classroom participation necessary to raise student success rates in class and on state-wide assessments. The Principals have already been involved in training to prepare their teachers for infusing technology. The Principals, along with the Technology Coaches and the Instructional Coaches, are training teachers on the effective use of the netbooks and online adopted curriculum in their classrooms. Technology Infused Lessons will be a year-long focus for the entire district. Classroom walkthroughs and teacher lesson plans must reflect assignments utilizing technology and adopted digital curriculum that enhances lessons at the intended rigor of the TEK. Providing notebooks with a wireless Internet card for checkout will allow all students to be able to complete research at home, as well as participate in online classrooms that each teacher will be required to maintain.

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Schedule #15—Project Evaluation	
County-district number or vendor ID: 220917	Amendment # (for amendments only):

Part 1: Evaluation Design. List the methods and processes you will use on an ongoing basis to examine the effectiveness of project strategies, including the indicators of program accomplishment that are associated with each. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

#	Evaluation Method/Process		Associated Indicator of Accomplishment
1.	Online forms and surveys	1.	100% of participating teacher surveys completed/concerns addressed
		2.	100% of participating student surveys completed/concerns addressed
		3.	Problems reported through library forms are resolved/concerns addressed
2.	Walk-throughs by Administration	1.	Focused walkthroughs observing technology infused lessons
		2.	Monitoring of teacher online classrooms. Six weeks grade reports
		3.	Walkthroughs observing student technology use/products
3.	Student samples of products collected and posted online	1.	Student products posted by level of Bloom's Digital Taxonomy
		2.	Student samples posted on Twitter using campus/district hashtags
		3.	Teacher lessons created in online classrooms/lesson plans
4.	Campus Technology Expectations meetings	1.	Adjust implementation based on feedback from Project Manager
		2.	Monthly objectives in Technology Expectations are met
		3.	Agendas include grant progress as an action item
5.	Science and math benchmarks and STAAR scores	1.	Data on campus based assessments monitored in December, March, May
		2.	Data on district benchmarks monitored in December, March, May
		3.	

Part 2: Data Collection and Problem Correction. Describe the processes for collecting data that are included in the evaluation design, including program-level data such as program activities and the number of participants served, and student-level academic data, including achievement results and attendance data. How are problems with project delivery to be identified and corrected throughout the project? Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

The district will collect and analyze qualitative data using the following methods: online forms and surveys collected from students and teachers will be created in SharpSchool and/or Google forms to solicit feedback, walkthroughs by assistant principals and principal will be conducted a minimum of four times per year to observe lesson delivery. Student samples of technology infused activities will be collected and posted on the district website and on Twitter. In addition, discussions from Technology Expectations Meetings will identify activities that need adjustments.

The district will collect and analyze quantitative data using the following methods: review Teacher and Campus STaR Chart results submitted online by teachers and principals to determine professional development needed, review student math and science benchmark results to determine deficiencies that need addressing, review equipment inventory to find, locate, update and maintain purchased items, review student progress through digital curriculum reports to create student interventions, and review program timeline to adjust activities and make adjustments during the school year. After reviewing the reports and campus math and science benchmarks, teachers can adjust individual student paths/lessons to an appropriate level of difficulty to address deficiencies.

Formative evaluation information will be obtained through Site-Based Decision Making (SBDM) Committee meetings, Technology Expectations meetings, Online Forums, various Surveys, Email, Parent Teacher Organization Meetings, Meet the Teacher Nights, and Superintendent's Cabinet meetings. The information collected will be used to measure the success of the activities in meeting the grants goals and objectives and to measure the impact on students and teachers.

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Schedule #16—Responses to Statutory Requirements

County-district number or vendor ID: 220917	Amendment # (for amendments only):

Statutory Requirement 1: Applicant must describe how it will use funds to implement or enhance a technology lending program to loan students the equipment necessary to access and use electronic instructional materials. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

The grant funds would provide 65 notebooks with wireless Internet cards from AT&T or Verizon to be available for checkout in the campus library for students without Internet access at home. When surveyed in the 8th grade tech apps class last year, some students said that they did not have Internet access for school digital resources. When teachers created online classrooms and assignments, it was reported that some students did not participate for this reason.

Therefore, the District would use the funds to sign up for 20 months of access for each notebook that will be part of the technology lending program. Eligible students that do not currently have Internet access at home will be able to check out equipment with a wireless access card from the library to take home to complete assignments and access digital resources. Teachers would then be able to effectively utilize the provided resources because disadvantaged and disabled students would be provided the tools needed to complete assignments.

Currently, our professional development is delivered by personnel in the district, so no grant funds will be used.

All electronic digital resources have been purchased with IMA funds.

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Schedule #16—Responses to Statutory Requirements	
County-district number or vendor ID: 220917	Amendment # (for amendments only):

Statutory Requirement 2: If the applicant has already purchased, or is also purchasing, lending equipment through other funding sources such as the Instructional Materials Allotment, the applicant must describe how equipment from all funding sources will be used in a cohesive manner to support efforts to ensure students have dedicated access to a technology device. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Through fund balance, Castleberry ISD will purchase and reallocate current netbooks/notebooks for the 2014-15 school year so that every 7th-12th grade student has a netbook or notebook issued for the school year. The Lending Grant will allow students without Internet access at home to check out a device with a wireless access card. These students can then access digital resources, participate in collaborative online spaces, and access/turn in assignments in teacher online classrooms.

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Schedule #17—Responses to TEA Program Requirements	
County-district number or vendor ID: 220917	Amendment # (for amendments only):

TEA Program Requirement 1: Applicant must describe how the lending program aligns with existing mission and goals of the public school district or open-enrollment charter school. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

In the Castleberry ISD master Strategic Plan, five strategic goals are outlined. Goal 1 focuses on student growth and success. Through the lending grant, student academic performance will be raised through a strong digital learning environment. Goal 2 focuses on a safe learning environment. The lending grant will provide devices equipped with the Lightspeed mobile agent to filter Internet use to provide a safe learning experience. Goal 3 focuses on staff. Through the lending grant, staff will receive appropriate professional development to enhance technology infusion in their lessons and activities. Goal 4 focuses on family engagement. Through lending equipment with Internet access, learning at home will be encouraged and supported. Goal 5 focuses on effective and efficient operations. The lending grant allows the district to be fiscally responsible as we provide Internet access to those that need it at home.

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Schedule #17—Responses to TEA Program Requirements

County-district number or vendor ID: 220917	Amendment # (for amendments only):

TEA Program Requirement 2: Applicant must describe how it will prioritize campuses with the highest need for a technology lending program. Applicant must also describe how it will ensure access to lending equipment and residential access to the Internet among students who have the greatest need. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Next year, the project will be extended to include all 7th – 12th grade students. The District's elementary classrooms are all equipped with 4 student computers, and each campus has two computer labs as well as Computers on Wheels, iPod, and iPad carts for teachers to use in the classroom. The District's has determined that the focus for this grant should be our 7th-12th grades. Digital Curriculum in science and math was adopted and will be available for use this school year. Providing notebooks with Internet access outside of school for students to check out will not only impact the ability to raise their grades and assessment scores, but will prepare them for a robust curriculum.

Currently, 84% of our secondary students are categorized as economically disadvantaged. The district is concerned that the percentage of economically disadvantaged students not having Internet access at home will impact student learning. Results may have been skewed by the simplicity of the question. To ensure that all secondary students have consistent and stable access to the Internet outside of school, each student without Internet and a reliable computer dedicated to their educational use will be eligible to check out a notebook with wireless Internet access at home.

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Schedule #17—Responses to TEA Program Requirements (cont.)	
County-district number or vendor ID: 220917	Amendment # (for amendments only):

TEA Program Requirement 3: Applicant must describe how the lending program aligns with current curriculum, instruction, and classroom management policies and/or practices on its participating campus(es). Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Curriculum
- Digital Bloom's level should meet the rigor of the TEKS
- [Castleberry ISD's Bloom's Digital Resource webpage](#)
- Science online resources - Cinch and Hough Mifflin Harcourt
- ELA online resources - Tumble Books, I-Station, Reading A-Z, Texas Write Source, is available for 7th-8th. Holt McDougal Literature textbook online component for 7th-12th grades.
- Social Studies online resources – online textbook components
- Math online resources – Think Through Math, online textbook components

Instruction
- A minimum of 4 infused lessons must be observed and documented by an administrator each school year
- Each teacher is expected to create and maintain an online classroom
- Lessons are taught during Cyberbullying Prevention week
- Digital citizenship lessons are taught each grading period

Classroom management policies
- Responsible Use Policy
- Student Code of Conduct Handbook
- RUP violoation/consequence poster
- Notebook Expectations for classroom: notebook charged and in bag, sound and camera only used during class with teacher permission, lids down heads up as directed, stay on task, protect notebook, shut down notebook when leaving school or home.

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Schedule #17—Responses to TEA Program Requirements (cont.)	
County-district number or vendor ID: 220917	Amendment # (for amendments only):

TEA Program Requirement 4: Applicant must describe how it is using electronic instructional materials in one or more foundation curriculum subject area(s) for one or more grade level(s). Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

The focus of the grant is for 7th-12th grade students. Science and math will be focus areas utilizing the services provided by the grant. Components already in place are the web-based CINCH Science for Texas from McGraw-Hill. These resources are valuable to students in a school or home setting. The components of CINCH consists of lessons or homework posted by the teacher; online tutorials activities; individual student "lockers" where they can store their lessons, activities, and assignments; as well as, online quizzes and summative assessments. Mathematics teachers have been trained in Laying the Foundation and can apply many of these enrichment ideas in the form of integrated lesson with the notebooks. The Princeton-Hall textbook does provide online resources for students in the form of tutorial session, skill support. In addition, the grant would give the students the ability to utilize the notebooks at home and to access YouTube help for homework, because many of our disadvantage students do not have help at home. By the time students reach 8th grade, many of our parents struggle with tutoring the higher level curriculum; therefore, these electronic resources would give students the assistance needed at home.

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Schedule #17—Responses to TEA Program Requirements (cont.)	
County-district number or vendor ID: 220917	Amendment # (for amendments only):

TEA Program Requirement 5: Applicant must describe professional development for teachers in the use of electronic instructional material that has already occurred or will occur within the first three months of the grant period (i.e., October 1, 2014-December 31, 2014) to be prepared for the grant implementation. Note: Any professional development that is provided within the grant period must be provided with non-grant funds. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

All science teachers have been trained by the textbook representative on how to utilize the CINCH Science for Texas and Princeton-Hill online resources. CISD Instructional Services has provided professional development during grade-level/content area planning on implementation of the various CINCH Science for Texas components. Within the first 3 weeks of grant implementation, 8th grade math teachers would receive training for the electronic math adopted materials provided by the Math Curriculum Director.

TEA Program Requirement 6: Applicant must describe how infrastructure is adequate to support students' anticipated use of devices provided through the grant at its participating campus(es). Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

1. Wireless access points have been added and upgraded at Irma Marsh Middle School and Castleberry High School to support a one-to-one environment. Each core classroom has a dedicated access point installed to provide adequate connectivity.
2. Online classroom with digital lockers (SharpSchool, Edmodo) have been established for five years and are available for homework, projects and assessments at home or at school.
3. For the 2014-15 school year, teachers and students will have access to online collaborative spaces (Gaggle) for class activities.
4. Family access to Skyward teachers' online gradebooks is available for feedback to both students and parents.
5. Through ten successful eRate submissions, the district has been able to provide and sustain a robust network connected by district owned fiber, gigaman, and optiman lines.
6. The district is compliant with all CIPA guidelines including Internet filtering, cyberbullying prevention/awareness
7. Destiny textbook manager is in place for netbook checkout.

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Schedule #17—Responses to TEA Program Requirements (cont.)	
County-district number or vendor ID: 220917	Amendment # (for amendments only):

TEA Program Requirement 7: Applicant must describe a plan for providing Internet access to the homes of students as needed. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

At the beginning of school, student questionnaires/survey will be provided to student to determine which students do not currently have Internet access at home. From the results, students will be prioritized according to need to determine the number of students eligible to use the lending grant devices with activated wireless cards. Notebook lids will be engraved to identify them with the CISD logo and purchase date if this service is available. Notebooks will be inventoried and placed in the Destiny software in preparation for checkout. Each notebook will be imaged with current district student software and CIPA compliant filtering software, labeled, and packaged in a bag, available for checkout in the library.

Each student without Internet access at home will be invited to participate in the technology lending program by the campus administration. Parents and students will be invited to attend the orientation meeting which will provide information on the care and use of the notebooks and student access monitoring. Fines for damages are discussed and included on a chart in the handbook. The Responsible Use Policy will be outlined in the handbook for parents and students to review and sign. Parents who cannot attend will view a screencast and sign an agreement form. Students will be eligible to check out the notebooks once the Technology Lending Agreement, and the non-refundable deposit for the "Connected Learning" Project are turned in to the campus representative. Students must also show mastery of digital citizenship through a given assessment. Students will be asked to test the wireless card at home and report any problems to the librarian.

TEA Program Requirement 8: Applicant must describe how technical support is adequate to support students' anticipated use of devices provided through the grant at its participating campus(es). Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

1. Each campus has an experienced dedicated campus computer student netbook/notebook technician to support the one-to-one environment.
2. Students submit work orders through an online form and technicians are notified by email. This system has been in place for two years and is effective for prompt response and repairs to equipment with software issues or physical damage.
3. Technicians are trained to repair equipment in-house.
4. An inventory of parts which are commonly needed to repair equipment is maintained to ensure minimal interruption to equipment availability.

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Schedule #17—Responses to TEA Program Requirements (cont.)	
County-district number or vendor ID: 220917	Amendment # (for amendments only):

TEA Program Requirement 9: Applicant must describe how the grant will be administered on participating campus(es), including a description of how the check-out and check-in process will operate, who will be in charge of the check-out process, especially in cases of competing need, and the process that will be used to maintain the technology lending equipment in proper working condition. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Support from non-grant funds:
Currently the high school and middle school each have one campus computer technologist (CCT) for student notebooks and one technology coach which are locally funded. The CCT for student notebooks will provide technical support and has been involved in a one-to-one lending program for the past two years. As a result, they are proficient with changing out parts and troubleshooting student netbooks. The technology coach oversaw the successful lending program for grade 8-12 and provided initial staff development during summer training sessions and trainings after school. Therefore, she will also provide staff development for this grant. The instructional coaches are funded locally and have already provided and will continue to provide staff development on the online digital curriculum. In addition Title II funds are utilized for professional development. IMA money provided the digital curriculum. Technology local funds provided a robust infrastructure.

Check-out and Check-in Process:
Prior to check-out, all equipment will be labeled, scanned and inventoried into the Destiny database. Parents will sign an agreement form indicating that they do not have Internet access at home and acknowledge that their child may check out the Lending Grant equipment for filtered Internet access at home. Students and parents will both read and sign the district Responsible Use Policy prior to being eligible for checkout. Students will also show mastery of digital citizenship through a district assessment. Upon completion of the required documentation, students will be eligible to check out the notebook based on class needs. Destiny software will be used for checkout and check-in purposes in the campus library. Students will complete a form at check-in to report any connectivity issues or damaged equipment.

Maintaining equipment in proper working condition:
Notebooks will be inspected upon return to the library. Students that return a damaged notebooks will be subject to fines and to disciplinary actions outlined in the Responsible Use Policy, the Student Code of Conduct, and the Technology Lending agreement. If a notebook is determined to be damaged, students will enter a technology work order and meet with the assistant principal who will assign a fine. The CCT for student netbooks will be available to respond to the work order which is delivered to his/her work cell phone using the online work request form.

Determine issue in cases of competing need:
If there is a competing need for notebooks for students without home Internet access, then classroom teachers will be asked to prioritize students who have the greatest needs. For example among the students who do not have home Internet access: priority would be given to students who receive unfavorable progress reports, who have been identified for intervention, who have needs identified in their IEP, who need extra practice on a specific objective, who have been absent and need it for make-up work, and for those who need to complete remediation for low benchmark scores.

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Schedule #17—Responses to TEA Program Requirements (cont.)	
County-district number or vendor ID: 220917	Amendment # (for amendments only):

TEA Program Requirement 10: Applicant must describe how it will account for the technology lending equipment according to local policy, including providing insurance if appropriate. Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

Policy CMD Legal (see entire policy for more details)
Each student or his or her parent or guardian shall be responsible for all instructional material and technological equipment not re-turned in an acceptable condition by the student. A student who fails to return in an acceptable condition all instructional materials and technological equipment shall forfeit the right to free instructional materials and technological equipment until the instructional materials and technological equipment previously issued but not returned in an acceptable condition are paid for by the student, parent, or guardian.
Under circumstances determined by the Board, the District may waive or reduce the payment required if the student is from a low-income family. The District shall allow students to use instructional materials and technological equipment at school during each school day.
If instructional materials or technological equipment is not returned in an acceptable condition and payment is not made, the District may withhold the student's records, but shall not prevent the student from graduating, participating in a graduation ceremony, or receiving a diploma. However, in accordance with policies FL and GBA, students have a right to copies of any and all District records that pertain to them.
Technological equipment is considered to be in acceptable condition if: 1) The equipment is returned with the software and hardware in their original condition unless the District authorized changes; and 2) The physical condition of the equipment has been cared for appropriately such that the equipment is not broken or damaged beyond cost-effective replacement or repair.
Through the "Connected Learning" Project, students will pay a non-refundable deposit that will act as self-insurance.

TEA Program Requirement 11: Applicants must describe the development and implementation of a *Technology Lending Agreement* to be signed by parents or guardians of the students and by the student. The agreement must address responsible use and care of the equipment, responsible use of the district's digital resources, and responsible use of the Internet. The agreement may incorporate an existing *Responsible Use Policy* by reference. The Technology Lending Agreement must verify that students receiving Internet access at home have a demonstrated grade level mastery of the Digital Citizenship strand of the Technology Applications Texas Essential Knowledge and Skills (TEKS). Response is limited to space provided, front side only. Use Arial font, no smaller than 10 point.

A "Connected Learning" Project handbook will be modified to be applicable for the Technology Lending program. This handbook will be issued to each participating student/parent during a required orientation meeting. Prior to the conclusion of the meeting, both parents and students will sign the responsible use form. The handbook includes information about district security and protection measures for CIPA compliance, the student and parent responsibilities for the care of the equipment, the Responsible Use Policy, the student e-mail responsible use policy and a table of fines and repair costs.
Responsible use
Annually, all students and their parents or guardians must sign and date a Responsible Use Agreement (RUP) before students are allowed to use the District network. This agreement will list various activities prohibited in the use of technology and explain some possible consequences of misuse. In addition, students will attend a RUP orientation taught by an Instructional Technologist. All students must logon to the netbook using a valid District issued username and password.
Students with damaged netbooks will be subject to fines and to disciplinary actions outlined in the Responsible Use Policy, the Student Code of Conduct, and the Netbook Handbook.

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